



Non Examination Assessment (NEA) Centre Assessed Marks

Student Name	
Subject	
Mark	

At Holmes Chapel Comprehensive School and Sixth Form College, all non examined assessments (NEA or coursework), go through a rigorous and robust process of standardisation, in line with Exam Board and JCQ guidelines. Please check our website for subject specific details of individual standardisation processes and internal deadlines.

You may request a review of this mark before it is submitted to the awarding body if you are able to establish a clear and obvious discrepancy between your grade and the published assessment criteria. You cannot ask for a review simply because you thought you should have a better mark. If you opt to have your coursework reviewed, please remember that your mark may **go down** as well as up. You will receive the outcome of your review in writing by the deadline set out in the subject specific guidelines.

The back of this letter details the procedure for appealing internal assessment decisions (centre assessed marks).

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Holmes Chapel Comprehensive School and Sixth Form College will:

- Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate (for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within the period of time as specified (see Deadlines below)
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see Deadlines below)
- Require candidates to make requests for a review of centre marking by completing an internal appeals form
- Allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks (see Deadlines below)
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within 2 calendar days
- The deadline to request a review of marking must be made within 4 calendar days of the candidate receiving copies of the requested materials
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 7 calendar days, all before the awarding body's deadline for the submission of mark

